

NATIONAL MONTHLY PERFORMANCE REPORTS

There is a new policy regarding
performance reports.

FD-054

It addresses corrections

- Processors must correct errors once discovered.
- They must identify the error and adjust it.
- They must submit a memorandum to the State explaining the adjusted entry with the report where the adjustment occurs.
- The memorandum should explain the adjustment, what caused the error and include:
 - the month the original error occurred
 - the entry/entries on the report that were improperly reported,
 - the month/months that are affected by the reporting error, and any other pertinent information.

Where errors are occurring routinely, a corrective action plan should also be included in the memorandum.

- This new policy should reduce some of the unnecessary paper shuffling that is common in processing

NATIONAL MONTHLY PERFORMANCE REPORTS

Company Name:

Commodity Code and Description:

Month Ending	Beginning Inventory	Received This month / YTD	Used This month/ YTD	Transfers (+/-)	Ending Inventory
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State

Commodity

State

Commodity

State

Commodity

National Total

Signature

Date

- EXCEL spreadsheet
- Submit electronically
- Will tweak as necessary to allow FNS to incorporate the reports into a workbook that can be managed effectively

- FNS can Email the template upon request